

# MARYLAND CENTER for SCHOOL SAFETY

## Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: A student with a known physical disability is on the 2nd floor of the school building. She excuses herself a few minutes before the class is over to use the restroom on the 1st floor because that is where her next class is. As she is walking down the stairs, she trips, hits her head, and becomes unconscious. Since this is a large school, in order to control hallway traffic during class changes and dismissal, students have designated stairwells that are marked for 'up' and 'down' only. Shortly after her fall, the bell rings for class changes and hundreds of students begin to flood the hallways. A teacher on the first floor hears multiple students yelling for help. Because students have been instructed to use the stairways in a specific manner, the halls begin to fill chaotically, as the students who are unaware of what is happening are trying to get to their respective classes.

BEFORE	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What are the initial actions?	
Who is involved?	
Who is affected?	
Who is responsible for responding to the situation?	



# MARYLAND CENTER for SCHOOL SAFETY

DURING	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What additional problems does this cause?	
Is the situation escalating or de-escalating?	
What information do you need?	
Who else needs to know? How will you deliver this information?	

AFTER-ACTION	DISCUSS IMPORTANT DETAILS ABOUT THE INCIDENT
What was the plan?	
What were the strengths? Weaknesses?	
What was learned?	
How do you improve?	

RESOURCES



Visit [SchoolSafety.maryland.gov](https://SchoolSafety.maryland.gov), go to "Resources", then "Training"



CONTACT INFO



Brittani Ayers, School Prevention and Intervention Specialist [brittani.ayers@maryland.gov](mailto:brittani.ayers@maryland.gov)

